

FY 2016 Working Lands Enterprise Initiative Agriculture, Forestry & Forest Products

REQUEST FOR PROPOSAL: SERVICE PROVIDER

Budget Template

A) Budget Template:

Please provide a detailed budget including any other funding sources supporting the proposal and cash or in-kind match equal to at least 50% of the Working Lands Enterprise funds requested.

Example:

\$20,000 Working Lands grant:

$\$20,000 \times .50 = \$10,000$ minimum cash or in-kind match

$\$20,000 + \$10,000 = \$30,000$ (total Working Lands project cost = WLEB request + match amount)

Examples of cash match include: funds in the bank, third party funds, and applicant labor not associated with the regular day to day operation of the business.

Examples of in-kind match include: goods or services provided during the grant period for which no expenditure is made (i.e. contractors, consultants, or equipment provided pro bono for the project, volunteer labor, and/or donated supplies that are not part of the normal cost of doing business). In-kind contributions must be made during the grant agreement period, and must be directly related to the project. Verification for in-kind contributions that are over-valued will not be accepted.

Please note:

- **Facilities/administrative costs (also known as indirect costs) are allowed for up to 10% of project budget. Costs incurred prior to signing of a full grant agreement are not eligible.** Labor rates should be in line with current market rates. Time preparing application is not eligible.
- In compelling cases the Working Lands Enterprise Board may waive the required match. A request for waiver must include a strong justification narrative and accompany the application. The request for a waiver is included in the budget narrative section of the application.

- Matching funds are documented in the **budget template and narrative** section of the project proposal, and are NOT mailed in as a payment to Working Lands.

B) Budget Narrative (350 total word limit):

Please answer the following narrative questions. Please be as specific and clear as possible.

- **Need:** Describe efforts to fund this project with other sources, and why those efforts have not been sufficient. Note why the project would happen more slowly, in a less desirable fashion, with a lower probability of success, or would not happen without WLEB funds.
- **Leverage:** Please provide the source(s) for all matching funds listed in the template. Be sure to indicate whether all matching funds are committed, or if not, your plan and timeline for securing such commitments. If match waiver requested, please provide justification here.

Project Sources and Uses	Working Lands Request	Details/Purpose	Applicant Contribution		Total Project Cost
			Cash	In-Kind	
DIRECT COSTS					
Personnel	\$		\$	\$	\$
Fringe Benefits	\$		\$	\$	\$
Travel	\$		\$	\$	\$
Machinery/ Equipment	\$		\$	\$	\$
Supplies	\$		\$	\$	\$
Contractual	\$ \$		\$ \$	\$ \$	\$ \$
Permits/ Fees	\$		\$	\$	\$
Other Direct Costs	\$		\$	\$	\$
INDIRECT COSTS	\$		\$	\$	\$
Subtotal	\$		\$	\$	\$
	\$		\$	\$	Total Project: \$